

ORD 3059-73

27 June 1973

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]

25X1A9a

1. [REDACTED] has been a secretary in the Life Sciences Division, Office of Research and Development since December 1968; she entered on duty with the Agency in September 1968. She has proved to be a very steady, capable and devoted worker who is deserving of meritorious action.

- 25X1A9a [REDACTED] is therefore recommended for promotion from GS-6, step 3 to GS-7, step 2.

25X1A9a

25X1A9a [REDACTED] was under the writer's supervision two years ago prior to the consolidation of the secretarial [REDACTED]

assumed the role of senior secretary for BSD/ORD, though she continued to provide service to MBSD/ORD as necessary. When the two Divisions were consolidated, [REDACTED] was designated as the senior secretary for Life Sciences with prime responsibility for supporting the Medicine and Behavior Branch activities. [REDACTED] has thus, in the last two years, been challenged by the need for adapting to a variety of styles of technical officers and supervisors. She has responded cheerfully and effectively.

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25X1A9a

3. The members of the Life Sciences Division have had the pleasure of watching [REDACTED] grow professionally and develop into a very capable and efficient secretary. She has constantly displayed a positive attitude toward her work, responded well to deadlines, and demonstrated initiative in carrying out her duties. She has shown interest in enhancing her stenographic skills; to wit, though forced to drop out of the Agency shorthand course, [REDACTED] took and passed the final examination. Traits such as this have made

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approved Oct 73

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[REDACTED] a clear asset to the Division. Office and Agency. It should also be noted that while [REDACTED] has been business-like in performing her duties, she has maintained an air of congenial affability, indeed many visitors have made complimentary remarks about her. Without doubt her presence and disposition have contributed to a good working environment.

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25X1A9a 4. In the two-plus years since her last promotion, [REDACTED] has demonstrated repeatedly her basic competency and value. She has been more than proficient in her stenographic skills, general office routine management, attitude toward work, security consciousness and relations to her peers and staff. I therefore strongly recommend that

25X1A9a [REDACTED] be promoted to GS-7, step 2.

25X1A9a

[REDACTED]
Chief, Medicine & Behavior Branch
Life Sciences/ORD

CONCUR:

25X1A9a

SIGNED

28 JUN 1973

Acting Chief, Life Sciences Division/ORD

Date

CONCUR:

25X1A9a

SIGNED

7 Sept 1973

Chief, Life Sciences Division, ORD

Date

**EYES ONLY
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SUBJECT: Recommendation for Promotion -

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RECOMMEND APPROVAL:

SIGNED

25X1A9a

14 SEP 1973

Date

Chairman, Special Panel/ORD

APPROVAL:

25X1A9a

26 SEP 1973

Date

Director of Research and Development

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EYES ONLY

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